



PLANNER I & II

COUNTY OF CAMDEN

Job Description

GENERAL DEFINITION OF WORK

Performs intermediate skilled technical work receiving, processing and issuing land use, building and other construction permits, serving as floodplain administrator, enforcing ordinances, conducting special studies, researching complex planning problems, preparing and maintaining associated records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Planning and Community Development Director.

DISTINGUISHING CHARACTERISTICS & QUALIFICATION REQUIREMENTS

Planner I is the trainee level for the professional planner series. Incumbents initially work under general supervision and as experience is gained they perform a broader range of duties and are expected to advance to the Planner II level within one year.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Serves as technical support to the Board of Commissioners, Planning Board and Board of Adjustment on planning, zoning and related matters.
- Provides advice to Planning and Development Director, County Manager, Board of Commissioners and various appointed committees on planning issues
- Confers with engineers, developers, architects, citizens and a variety of agencies on planning and zoning issues.
- Conducts special studies; researches complex planning problems
- Prepares a variety of comprehensive reports
- Conducts presentations on planning matters to civic groups and residents.
- Assists homeowners, developers, realtors, insurance companies, surveyors, contractors and others with understanding the permitting, zoning process and floodplain administration
- Assists public with information on matters relating to zoning and land use
- Processes applications by interpreting and applying regulations
- Reviews plans and applications for land use development permits; applies local and state laws
- Performs field inspections to insure compliance with land use codes, floodplain ordinance, approved plans and related issues
- Reviews and drafts ordinances and policy statements and UDO amendments for review and approval. Serves as floodplain administrator
- Processes, enforces and approves floodplain development permits
- Confers with FEMA and North Carolina Division of Emergency Management on floodplain issues
- Reviews elevation certificates ensuring structure complies with floodplain codes
- Enforces land use ordinances
- Inspects and takes appropriate actions on violations
- Prepares and maintains records of complaints and investigative reports
- Assists violator on remediation on noncompliance of codes.
- Requires attendance at night public meetings.
- Other functions as assigned.

EMPLOYMENT STANDARDS - Knowledge, Skills and Abilities

- General knowledge of planning principles and practices, flood control ordinances, land use ordinances, and related development issues of the County
- General knowledge of the use of modern personal computing systems including spreadsheets, and word processing applications including input, retrieval and analyzing data.
- Ability to communicate effectively in oral and written forms; to interpret planning, zoning and building inspection policies to officials and the general public
- Ability to analyze and systematically compile technical and statistical information, and to prepare technical reports
- Ability to establish and maintain effective working relationships with contractors, developers, property owners, associates, officials, and the general public.
- Produce acceptable work commensurate with the level of appointment in an acceptable timeframe
- Ability to read and understand maps, plats, and general knowledge of construction drawings.

Education and Experience

- Possession of a Bachelor's Degree with coursework in planning or a related field
- Moderate experience in county, municipal or regional planning, or
- Equivalent planning or equivalent combination of education and experience

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, and frequent exertion of up to 25 pounds of force; work regularly requires sitting and occasionally requires standing, walking, speaking or hearing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of North Carolina.